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CENTRAL REPORTS STAFFC.R.S. PROCEDURAL MEMORANDUM NO. 1SECURITY IN OFFICE ROUTINE

Detailed security procedures for the Central Intelligence Group are in preparation. Pending their issuance, the following is furnished for the guidance of personnel of the Central Reports Staff.

1. C.I.G. Security Organization. The Security Officer, Central Intelligence Group (Room 2162) is responsible for the enforcement of security regulations within C.I.G. as a whole. Local responsibility within the Central Reports Staff for security enforcement is a function of the Secretary, C.R.S. (Room 2262).

2. Individual Responsibilities. It is the responsibility of each individual in C.R.S. to insure the security of his own working materials and equipment both during the working day and at the close of each day. It is his further responsibility, if he last to leave his room at night, to see that lights are turned off, windows drawn shut, and corridor doors locked. Other specific individual responsibilities are set forth below. However, nothing in this memorandum relieves the individual of his full responsibility for safeguarding classified information as set forth in the more detailed Army, Navy, and State Department regulations on the subject.

3. C.R.S. Duty Officers. Daily duty officers (to be designated by informal roster) will make a complete check of the C.R.S. area after departure of Staff personnel to insure compliance with these provisions and with such provisions as are hereafter established by C.I.G. This duty, which shall begin at 4:00 P.M. (12:00 noon on Saturdays and holidays) and continue until all C.R.S. offices have been checked, shall include:

- a. Check of all safes and other security equipment.
- b. Inspection of "SECRET" waste baskets, including responsibility for insuring that contents have been collected by C.I.G. security detachment or stowed (as on Saturdays) in individual safes.
- c. Arrangements with C.I.G. Security Office for locking of windows, when necessary.
- d. Assurance that desks are cleared of classified matter; that lights are extinguished; and that corridor doors are locked.

4. Telephones. Telephones must be presumed to be insecure and shall not be used for classified information.